

CITY OF AUSTIN PARD ACTION PLAN IN RESPONSE TO THE PARB CEMETERY WORKING GROUP RECOMMENDATIONS

Parks and Recreation Board

July 24, 2012



PURPOSE

PARD briefing on staff actions to PARB Cemetery Working Group



PARB Cemetery Working Group Meetings

- **Feb. – Mar. 2012:**
 - PARB Cemetery Working Group (CWG) hosted 4 facilitated public input meetings to collect and prioritize public concerns, and draft recommendations
- **April 2012:**
 - PARB CWG finalized and submitted its report and recommendations
 - PARB approved the CWG’s report and recommendations and forwarded to PARD
 - PARB Cemetery Working Group submitted an issue matrix that included 62 specific citizen concerns presented at the public input meetings by the community, and accepted by PARB
- **May 2012:**
 - PARD staff reviewed recommendations and developed a Draft Action Plan
- **June 2012:**
 - PARD submitted the Draft Action Plan to the PARB Cemetery Working Group for preliminary review and comments
 - PARD submitted its Final Action Plan to PARB on June 26, 2012



PARB Cemetery Working Group Recommendations

PARB Action Plan & Status To Date

1. Provide a quarterly update to PARB

- ✓ PARB has initiated and will continue to provide quarterly updates to PARB
- ✓ PARB will continue to host quarterly Stakeholder meetings
- ✓ PARB has conducted 4 quarterly Stakeholder meetings. The next meeting is tentatively scheduled for September 19, 2012

2. Revise the 2006 Contract to clarify contractual terms and responsibilities for each of the contracting parties

- ✓ PARB submitted clarified restated agreement to InterCare Corporation in July 2012
- ✓ Restated agreement now includes deleted terms per PARB recommendation
- ✓ Restated agreement now includes added Performance Measures
- ✓ Anticipate City Council review in September 2012

3. Develop a plan and schedule for engaging the public and developing a cemeteries master plan

- ✓ PARB designated Kim McKnight, Preservation Planner and Cultural Resources Specialist to coordinate the Cemetery Master Plan project
- ✓ Currently, \$140k is budgeted for this project
- ✓ An additional \$150k has been proposed for FY 2013 as an unmet need for this project

PARB Cemetery Working Group Recommendations

PARD Action Plan & Status To Date (continued)

- 4. Review and analyze cemetery contracts from other municipal cemeteries and develop a Request for Proposal that is based on fee-for-services financial model and reflects best practices**
 - ✓ PARB is reviewing other municipal cemetery contracts for best practices and will complete this review by August 2012
 - ✓ Reviewed 6 cities (*San Antonio, TX.; San Marcos, TX.; Ft Lauderdale, FL.; Sultan, WA.; Carlsbad, NM.; Portland, OR.*)

- 5. PARB and the Contractor agree to implement by September 30, 2013 a computer-based cemetery management information system**
 - ✓ PARB is committed to acquire, install, and support a computer based cemetery management system as a condition of the restated agreement process
 - ✓ PARB submitted a technology budget request of \$15k for a computerized records management system in FY 2011 (unfunded), FY 2012 (unfunded), and again for FY 2013



PARB Cemetery Working Group Recommendations

PARD's Response to Additional Working Group Recommendations

- ✓ Developed and improved Sales Contracts for time-sales
- ✓ Reviewed the equipment needed to maintain the Austin cemeteries and compare to equipment lists since 1990
- ✓ Revised the Cemetery On-site Compliance Form to reflect the clarifications to the contract
- ✓ Updated the Public Cemeteries' Water Plan to reflect forestry best practices
- ✓ Proposed in the FY 2013 budget a full-time position for a Cemetery Contract Administrator
- ✓ Created Customer Information packets for cemetery plot customers

PARD is in concurrence and is responding to these recommendations:

- Analyze the Perpetual Care Fund
- Create a plan for increased enforcement of Cemetery Rules and Regulations
- Update the City website to better market municipal cemetery services
- Explore expanding revenue and providing more choice to the public



NEXT STEPS

- Request future PARB presentation on the cemetery operating fund and future financial implications
- Next PARB quarterly update will be November 2012

